

Weekly Report for Week Ending 12 November 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

a. Shelf Filing

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Records Management Survey/Office of Personnel [REDACTED]

Installation of one-half of the shelving has been completed.
Awaiting shipment of the other half from another vendor.

Office of Central Reference/IR [REDACTED]

25X1A9a

No change from previous report.

b. Records Systems

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Subject-Numeric Files-OP [REDACTED]

Fourteen installed; one (Employee Relations Branch) in process.

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[REDACTED]

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No change from previous report.

Security Staff (New Building) [REDACTED]

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The numbering and enveloping of all badges and forms necessary for processing the construction personnel has been completed by the IAS Pool. We are expecting the balance of equipment (photo-equipment, etc.) to be delivered within the coming week. As of this date project is on schedule.

c. Records Schedules

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Revision of Records Control Schedule - OCR [REDACTED]

Draft revision prepared and under review in OCR for following components: Office of AD; Liaison Division; Graphics, Biographic, and Special Register. During the week the ARO has prepared draft revision for Library Division, Machine Division, and Industrial Register. Revision remaining to be done for [REDACTED]

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Medical Staff [REDACTED]

No change from last report.

3. Vital Materials

A revised office Instruction (LI 43-100-2), subject, Vital Material Program in the Logistics Office has been received and a copy forwarded to the Repository. The main change in this revision shifts the responsibility from the ARO to the Administrative Staff of Logistics Office.

25X1A9a Microfilming of Vital Materials continues in OCR/GR. This filming project was viewed by Mr. [REDACTED] Acting AD for OCR. He seemed satisfied with the filming operation. Project is approximately 3% complete.

Completed microfilming of Vital Materials in the Office of Operations, FDD.

4. News

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On 7 November, Mr. [REDACTED] accompanied Mr. [REDACTED] to National Archives and received an orientation on NARS organization, functions, policies, and procedures.

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